

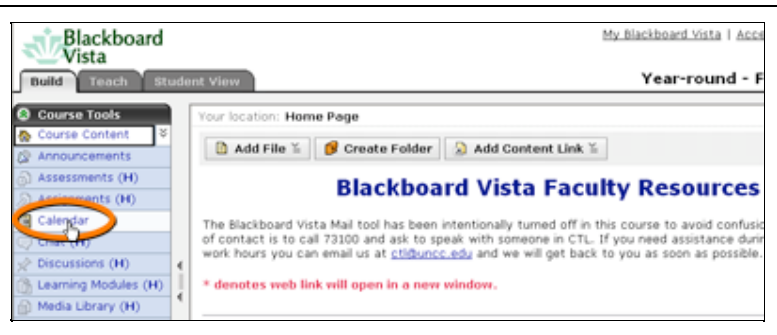
The Calendar tool allows instructors, teaching assistants, and students to exchange scheduling information quickly and effectively with dated reminders and events.

Some examples:

- Assignment due dates and assessments.
- Changes to instructor office hours.
- Links to course content and external websites.

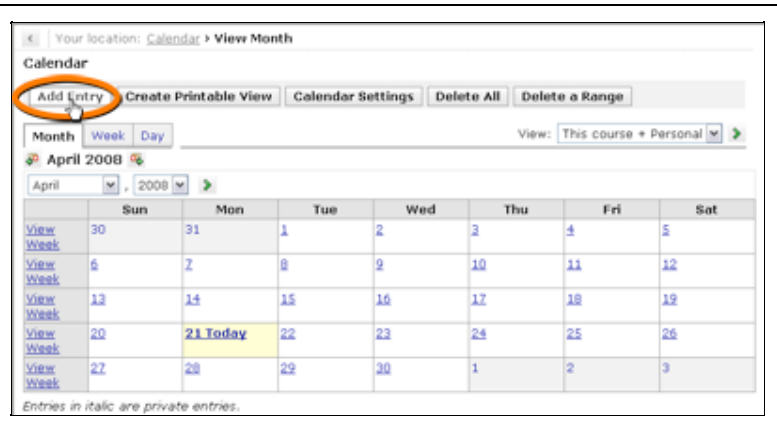
Step 1: Go to Calendar

1. Under Course Tools, click **Calendar**. The Calendar screen is displayed.



Step 2: Go to Add Entry

1. Click **Add Entry**.



Step 3: Add Entry

1. In the “Title” text box, type a title that identifies the entry. Our example shows Blackboard '08 Conference.
2. (Optional) In the “Description” text box, type the body of the entry.
3. In the “Dates” area, select a date and time to start and end the calendar entry.
4. In the “Entry Type” area, select whether the entry is for your personal calendar or the course calendar.
5. In the “Access” area, select whether the entry should be Private or Public using the drop-down list.

Your location: Calendar > View Month > Add Entry

Add Entry

* Title: Blackboard '08 Conference

Description: First combined Users Conference in North America for Blackboard and former WebCT clients. This conference will be held in Las Vegas, NV.

Use HTML

Dates

Start Date: 7/14/2008

Start Time: 8:00 AM

End Date: 7/16/2008

End Time: 5:00 PM

Entry Type

Personal (Only you can see this entry.)

Course (Allows you to link to content in this course.)

Access: Public (All course members can see this entry.)

Private (Only you can see this entry.)

Step 4: “Optional” and Save Entry

The following are optional, except for saving.

- Recurrence: Use this option if you want an entry to repeat at specific intervals during a course.
- Links: Allow you to directly attach files to an entry or link to content within the course.
 - Add File: Allows you to attach to external or internal course files.
 - Add Content Link: Allows you to link directly to content in course such as web links or an assessments.

NOTE: You can not add a file and a content link in the same Calendar Entry.

1. Click **Save**. The entry is added to the Calendar.

More Options (Expand this area to see more options.)

Recurrence

This entry repeats:

Every day

Every week on these days:

Sun Mon Tue Wed Thu Fri Sat

Until: 4/21/2008

Links

Add File Add Content Link

Save Cancel

* Required field

Step 5: Go to Calendar Settings

Using the Calendar Settings you can decide the following for your course:

- Whether or not students can make public entries.
- The default “access” type for an instructor entry.
- Preferred Calendar view.
- What courses to display in the Calendar for your course.

1. Click **Calendar Settings**. The Calendar Settings screen is displayed.

Your location: View Month

Calendar

Add Entry Create Printable View **Calendar Settings** Delete All Delete a Range

Month Week Day View: This course + Personal

April 2008

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	30	31	1	2	3	4	5
View Week	6	7	8	9	10	11	12
View Week	13	14	15	16	17	18	19
View Week	20	21 Today	22	23	24	25	26
View Week	27	28	29	30	1	2	3

Entries in italic are private entries.

Step 6: Calendar Settings

Changing settings is optional.

NOTE: Our example shows many courses. You may not have as many.

1. If you make any changes, click **Save**.

Your location: Calendar > View Month > Calendar Settings

Calendar Settings

Entry Settings

Allow Student public entries

Default Entry Type for Section Instructor

Public Private

Personal Settings

Preferred View

Month Week Day

Week begins on: Sun

Custom View

To display course calendar entries, select the appropriate check box.

Show entries from all my courses

Only show entries from these courses:

- Development and Testing - Debbie Mowry - Test Section 1
- ♦ Development and Testing - Debbie Mowry - Workshop Prep 1
- Design and Build - [unclear] - [unclear] - [unclear]
- Design and Build - [unclear] - [unclear] - [unclear]
- Design and Build - [unclear] - [unclear] - [unclear]
- Design and Build - [unclear] - [unclear] - [unclear]
- ♦ Prof Leadership Seminar - [unclear] - [unclear]
- Industrial Hazards and Elect - [unclear] - [unclear]
- Industrial Hazards and Elect - [unclear] - [unclear]
- Demo and Orientation - Faculty Resources
- Development and Testing - Debbie Mowry - Workshop Prep 2
- ♦ Workshops - Blackboard Workshop 015

To select a different symbol for a course, click the current symbol.

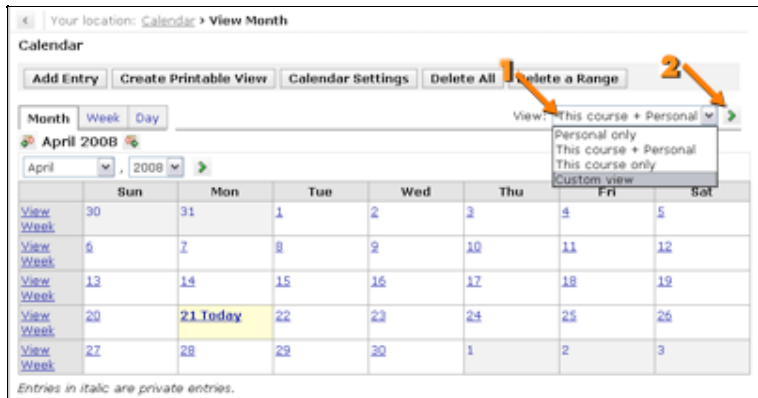
Show personal entries (entries not associated with any course)

Save Cancel

Step 7: Calendar View

You can change the Calendar View using the View drop-down menu.

1. Select a view option from the drop-down list.
2. Click **Go**.



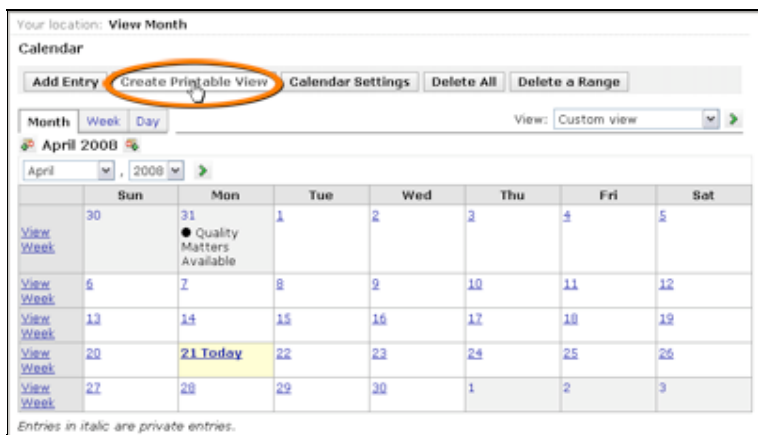
Step 8: Go to Create Printable View

You can create a printable view of specific criteria in your Calendar.

Examples are:

- Start and end dates and times.
- Specific text.
- Courses.
- Access level.

1. Click **Create Printable View**. The Create Printable View screen is displayed.

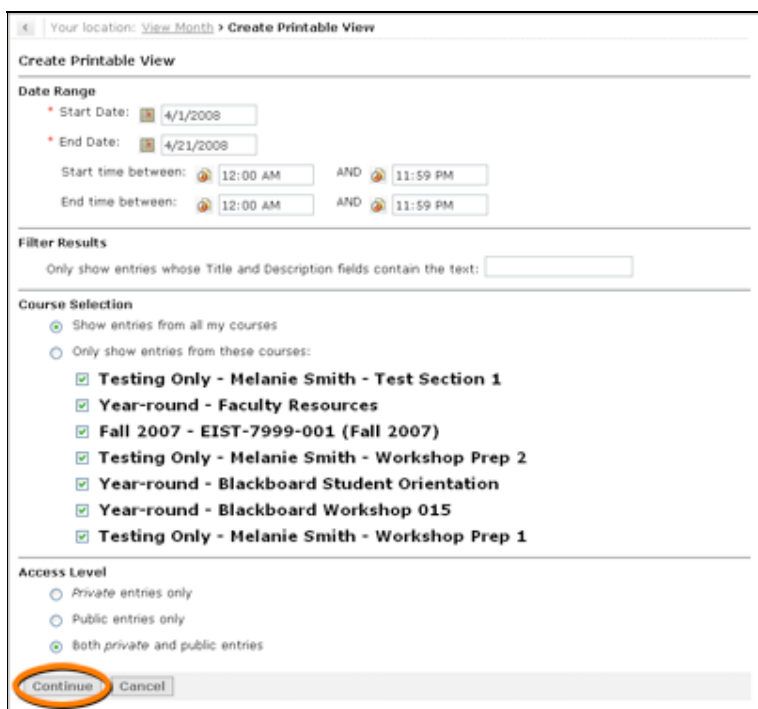


Step 9: Go to Create Printable View

1. Use the drop-down lists, radio buttons, and check boxes to define the criteria you would like to print.

NOTE: Our example shows:
Start date: April 1, 2008.
End date: April 21, 2008.
Ignored the specific text option.
Only the Demo and Orientation - Faculty Resources course.
Both private and public entries.

2. If you make changes, click **Continue**. The Printable View screen is displayed.



Step 10: Printable View

1. Click **Print**.

◀ Your location: [Calendar](#) ▶ [View Month](#) ▶ [Create Printable View](#) ▶ **Printable View**

Printable View

July 14, 2008

Blackboard '08 Conference

8:00 AM - 11:59 PM

First combined Users Conference in North America for Blackboard and former WebCT clients. This conference will be held in Las Vegas, NV.

- Year-round - Faculty Resources

July 15, 2008

Blackboard '08 Conference

All day

First combined Users Conference in North America for Blackboard and former WebCT clients. This conference will be held in Las Vegas, NV.

- Year-round - Faculty Resources

July 16, 2008

Blackboard '08 Conference

12:00 AM - 5:00 PM

First combined Users Conference in North America for Blackboard and former WebCT clients. This conference will be held in Las Vegas, NV.

- Year-round - Faculty Resources

Your screens may look different depending upon your configuration.

University of North Carolina at Charlotte